



Republic of the Philippines  
**CITY OF SANTA ROSA**  
Province of Laguna

## OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 04  
Series of 2020

### AN EXECUTIVE ORDER ORGANIZING THE NOVEL CORONAVIRUS TASK FORCE OF THE CITY OF SANTA ROSA, LAGUNA

**WHEREAS**, Section 15, Article 2 of the Philippine Constitution and Section 16 of RA 7160 mandated the Local Government Units (LGUs) to promote the health and safety of their constituents within their territorial jurisdiction;

**WHEREAS**, DILG Memorandum Circular No. 2020-018 entitled, "Guides to Action Against Corona Virus", enjoins all the LGUs to effectively intensify information education campaign against Corona Virus and implement programs, projects and services that will promote the health and well-being of every Filipino;

**WHEREAS**, the same DILG MC No. 2020-018 mandated the local government units to create a team that will help manage coronavirus suspects and their contacts within their locality;

**NOW, THEREFORE**, I, **ARLENE B. ARCILLAS**, City Mayor of City of Santa Rosa, Laguna, by virtue of the powers vested in me by law, do hereby order the creation of the Local Health Emergency Response Team for Novel Corona Virus with the following provisions:

#### SECTION 1. COMPOSITION

The Local Health Emergency Response Team for Novel Corona Virus shall be composed of the following:

**Chairman**

**HON. ARLENE B. ARCILLAS**  
City Mayor

**Vice-Chairman**

**DR. SOLEDAD ROSANNA C. CUNANAN**  
Department Head, CHO I

**DR. ERWIN M. ESCAL**  
Department Head, CHO II

**DR. PARNEL C. PATACSIL**  
Department Head, SRCH

**Members**

**HON. SONIA U. ALGABRE**  
SP Member, Committee Chairman on Health

**ATTY. LEONARDO M. RAGAZA, JR**  
City Administrator

**DIR. MELODY M. BARAIRO**  
City Director, DILG



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***Sub-Committee on Information  
Management***

Head

**MR. TUGARIS L. ZAPANTA**

Department Head, CIO

**Ms. MANUELA S. TOLENTINO, CESO V**

DEPED, District Supervisor

**HON. GODOFREDO Z. DELA ROSA**

SP Member, LNB President

**MS. OLIVIA LAUREL**

Department Head, BPLO

**MS. JERGENA L. VALENZUELA**

Bureau of Immigration

**CSO/PO/NGO Representatives**

***Sub-Committee on Crisis  
Management***

Head

**MS. MICHELLE F. MAPUA**

CDRRMO

**MR. ANTONINO Z. LU**

DRRMO

**PLtCol. EUGENE J. ORATE**

Chief of Police, PNP-SRCPS

**HON. GODOFREDO Z. DELA ROSA**

SP Member, LNB President

**MS. JUDITH J. HASIL, RSW**

Department Head, CSWD

**ENGR. ALBERTINI SOLATAN**

Department Head, City Engineering

**CSO/PO/NGO Representatives**

***Sub-Committee on  
Environment Management***

Head

**ENGR. MARIA AMOR A. SALANDANAN**

Department Head, CENRO

**HON. GODOFREDO Z. DELA ROSA**

SP Member, LNB President

**MS. MICHELLE F. MAPUA**

CDRRMO



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**MR. ANTONINO Z. LU**  
DRRMO

**CSO/PO/NGO Representatives**

### **SECTION 2. DUTIES AND FUNCTIONS OF THE CITY SPECIAL TASK FORCE**

#### **On Containment:**

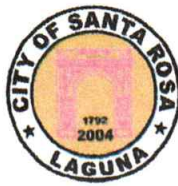
1. Monitor the persons arriving from a corona virus affected country through the Punong Barangays, BHW or through other sources.
2. Monitor the measures and actions taken by the Punong Barangays and the BHERTs in the prevention, containment and control of coronavirus;
3. Provide logistical assistance to the BHERTS in carrying out their tasks;
4. The CHO as the Vice-Chairman will supervise the BHERTs and submit report(s) to the Provincial Health Office on the outcome of home confinement;
5. Assist in referral and transportation of a corona suspect to the DOH-designated coronavirus referral center or hospital;
6. Seek the assistance of the PNP or the PB to effect the compulsory home confinement of persons arriving from a coronavirus-affected country who violate home confinement to complete the 14-day prescribed period, in case the PB or the BHERT fails to impose the 14-day home confinement;
7. Extend appropriate assistance and support to those in-home confinement, depending on the latter's capability and actual needs.

#### **On Prevention:**

1. In coordination with the DOH and/or Provincial Health Office, as the case maybe, train City Health Workers especially hospital or rural health personnel in handling and managing coronavirus suspect;
2. In coordination with the DOH and/or Provincial Health Office as the case maybe, provide training to the local health workers, members of BHERTs and barangay tanods on coronavirus prevention, containment and control;
3. In coordination with the DOH, DILG-PNP and/or Provincial Health Office, as the case maybe, provide training to local health workers members of the BHERTs and barangay tanods in enforcing the 14-day home confinement procedures for persons arriving from coronavirus affected country;
4. Conduct a City wide information campaign on coronavirus prevention, containment and control;



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5. Coordinate with PBs in the conduct of city-wide clean-up campaign; and
6. Coordinate with Local Price Coordinating Council on monitoring of prices of medicines and coronavirus-preventive gadgets, and file charges against hoarding or overpricing.

**On Information Management**

1. Disseminate information materials i.e. flyers, brochures, posters, billboards and other form of medium deemed effective against Coronavirus;
2. Tap the local media in communicating what coronavirus is, what the virus is not, and the measures to prevent the Coronavirus;
3. Conduct public dialogues with health and police authorities, business community, civil society, and the general public on Coronavirus prevention and control, and
4. Dispel rumors and calm down the public when hysteria and panic grip the community because of false and misleading information.

**On Crisis Management**

1. Organize Barangay Health Emergency Response Teams (BHERTs) to help manage the coronavirus and suspects and their contacts;
2. Provide, when necessary, protective gadgets and masks, goggles, gowns, gloves and others to each member of the BHERTS and other local health personnel;
3. In coordination with health and police authorities, cause the referral and transport of Coronavirus suspect/s to the DOH-designated centers or hospitals;
4. Cause the establishment of Check points, as need arises;
5. In coordination with the health and police, see the protection from unnecessary harm of a Coronavirus suspect/s, the next of kin and contact/s, and
6. Monitor Prices of medicines and preventive gadgets, and file charges against hoarding or overpricing.

**On Environment Management**

1. Ensure garbage is properly disposed;
2. Ensure public places are disinfected and maintained of their cleanliness;
3. Esteros and canals are cleaned regularly, and
4. Health, Sanitation and Cleanliness ordinance/s is enacted and/or enforced.



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### **SECTION 4. FUNDING AND RESOURCES**

The City Government of Santa Rosa, thru the Local Finance Committee and concerned Departments, shall utilize the funds necessary to defray the expenses needed, subject to the usual accounting and auditing rules and regulations, for the immediate implementation of the above-mentioned functions of the Task Force.

### **SECTION 5. EFFECTIVITY**

This Executive Order shall take effect immediately upon its approval.

Approved this 5th day of February 2020 in City of Santa Rosa, Laguna.

  
**ARLENE B. ARCILLAS**  
City Mayor



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